

MARKETING AND GRANTS ADMINISTRATOR DEPARTMENT OF DEVELOPMENT

POSITION DESCRIPTION

Under the general direction of the Director of Development, the Marketing and Grants Administrator performs a variety of functions in support of the Department of Development, including economic development activities to market the City. He/she will also be responsible for the preparation of proposals and grant applications in researching, identifying, developing and responding to grant opportunities.

EDUCATION

Bachelor's degree; or work experience in community or economic development, public administration, business administration or marketing.

TRAINING/SKILLS

- Ability to communicate and work effectively with regional, state, federal, and local officials, civic and grassroots organizations, representatives from business, and individuals from a variety of backgrounds.
- Ability to establish and maintain effective working relationships with neighborhood associations, with other City officials and other employees, as well as members of community based groups in both the public and private sector and other members of the public.
- Ability to work independently, with minimum supervisory direction.
- Skill in group facilitation and team leadership.
- Knowledge of municipal government, boards, councils, commissions and similar bodies.
- Knowledge of general business principles and economic factors as they relate to business profitability and plant locations.
- Ability to diagnose conditions, gather information, and plan, coordinate, and analyze research projects necessary for carrying out economic development.
- The ability to gather, review, and interpret, economic development data.
- Knowledge of marketing concepts.
- Knowledge of economic development and redevelopment issues.
- The ability to write on a technical and informal basis.
- Must be highly organized with the ability to implement systems and follow-up processes, able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints.
- Must display original thinking and creativity; meet challenges with resourcefulness; generate suggestions for improving work; and develop innovative approaches and ideas.
- The ability to speak and persuade effectively in a public situation.
- Proven track record in grant writing and program development.
- Computer literacy in word processing, spreadsheets, Publisher and Power Point.

HOURS

Regular Full-Time; 37.5 hours per week.

Attendance at meetings outside of regular work hours required.

SALARY

2009 Annual Salary Range: \$45,000 - \$48,000

LOCATION

City Hall – Department of Development
609 West Navajo
West Lafayette, Indiana

Posted 6/26/09; applications accepted until position filled.